

Royal Oak Primary School School Board Minutes of Meeting

Date: Monday 29 June 2026
Location: 6:00pm in Staffroom
Present: Jeremy Ferguson (Presiding Member), Georgie Shanks, Megan Clotworthy, Lynne Gibson, Kyle Rika, Dustin Botha, Anna Jennings
In attendance: Vicky Stewart, Roseanne Gibson RTLB Manager, Pam Waugh (Minutes),
Apologies: Felicity Boyd
Copies: All Board members via One Drive, school file.

1. Declaration of Interest

- 1.1 Jeremy Ferguson's wife, Chloe Ferguson, is a Kaiako at ROPS. Should there be a matter where conflict of interest could arise, this will be dealt with accordingly. This may also include, if need be, temporarily delegating the role of Presiding Member for the purposes of addressing the matter at hand.
- 1.1.2 Jeremy has set up a Declarations/conflicts of Interest register for Board members to fill in if necessary.

2. RTLB Manager's Report

- 2.1 Term 2 RTLB Cluster 8 Manager's Report (*Roseanne Gibson*)
 - 2.1.1 Roseanne asked that her report be taken as read.
 - 2.1.2 Barbara Hannant has resigned from her RTLB Practice Leader position, effective 19 July 2026. She is taking up the role of Cluster 5 Manager. Maree Stenberg (RTLB) is retiring at the end of this term.
 - 2.1.3 Roseanne Gibson is seeking Board support for a sabbatical application focused on how artificial intelligence and emerging technologies can ethically strengthen learning support practice for learners with additional needs. The sabbatical would be taken in Term 3 2027. This will be discussed in-committee.
 - 2.1.4 The Board asked Roseanne to clarify the RTLB Staffing Overuse. RTLB staffing overuse is dealt with differently than schools. RTLB Staffing Overuse goes into a National pool and will always balance out at the end of the year.
 - 2.1.5 It was moved that the Board accepts the RTLB Cluster 8 Manager's Report. (Megan Clotworthy/Dustin Botha). Carried.

3. Financial Reports

3.1 Regular Financial Reports

- 3.1.1 Revenue and Expenditure Summary 31 May 2026 (combined ROPS/RTLb), Balance Sheet Summary 31 May 2026, Revenue and Expense Summary (ROPS only) month ended 31 May 2026, Revenue and Expense Summary – RTLb Cluster only for month ended 31 May 2026, RTLb Cluster Funds Held 31 May 2026, Payments for Approval March and April 2026 and Creditors for Payment May 2026
Banking Staffing Report as at period ending 26 May 2026, Payable Invoice detail 01 May 2026 to 31 May 2026, Account Transactions Report period 01 May 2026 to 31 May 2026 and Audited Financial Statements for Year ended 31 December 2025 were made available to the Board via OneDrive.
- 3.1.2 The Finance Committee met prior to the Board meeting. Please send any questions to Nemia prior to the Finance Committee meetings.
- 3.1.3 Committee suggested maybe a graph showing amount still unpaid for donations and various activities be put in the newsletter.
- 3.1.4 After short discussion it was moved that the International Student Tuition fees for 2027 be set at \$500 per week per student, and the Administration fee be set at \$500 per student, or \$900 per family (2 or more children from same family). (Dustin Botha/Anna Jennings). Carried
- 3.1.5 It was moved that the Members accept the Financial Reports, Creditors totalling \$60,742.93 be approved for payment and Payments totalling \$226,534.34, (no transfer of funds this period) be accepted as paid. (Dustin Botha/Georgie Shanks). Carried.
- 3.1.6 The Finance Committee will meet again at 5pm on Monday 17 August 2026.

3.2 Annual Financial Statements

- 3.2.1 We have received the Management Letter from the auditors. It was not presented as a draft; however we have emailed them with our queries. We will present the revised letter once they have addressed our questions.

4. Curriculum Report

4.1 Mid-Year Data 2026 -Vicky Stewart

- 4.1.1 Vicky explained to the Board how the refreshed New Zealand Curriculum has changed how student progress is described. In the past, learning was grouped into broad levels that covered several years. The curriculum now sets out expectations for each year level, showing what students should know and be able to do as they move through the school. Due to this change the new system for tracking the progress of Tamariki is different from the old curriculum levels, so we cannot directly compare this year's results with those from previous years.
- 4.1.2 These changes have resulted in a new format for our reports and a new way of reporting.
- 4.1.3 The Board thanked Vicky for explaining these changes to them.

5. Tumuaki Report

5.1 Regular Report

- 5.1.1 The Tumuaki's Report and its attachments were circulated to the Members via OneDrive.
- 5.1.2 School roll stands at 434 compared with 440 this time last year.
- 5.1.3 We are expecting 32 International Students in Term 3. They have been placed evenly across the school, expect in one Year 3 class which is full.
- 5.1.4 The work on the refreshed curricular, new assessment tools and a new reporting system have been extremely demanding on our Kaiako. They are stressed and exhausted but have managed to still get the reports done on time. Megan is proud of the way teachers have handled the workload. Senior leadership have been mindful of the speed at which we have rolled these changes out, keeping the wellbeing of staff at the forefront.

- 5.1.5 Thanks to the Board for their support with the loss of Peter Carleton – our property manager.
- 5.1.6 The Water Tightness update: it will now cost \$183,397 just for the workroom, plus the cost for trimming the trees around the area. The work will not go to tender, contractors are Ministry appointed. Steve Waters and Megan will meet with the Ministry early Term 3.
- 5.1.7 Louise will do the July roll return on 01 July.
- 5.1.8 Staffing to be discussed In-committee.
- 5.1.9 Dates for 2027 – total 376 half days. Latest possible start date: Wednesday 03 February latest possible end date: Friday 17 December 2027
Proposed dates for 2027 for Royal Oak Primary:
 Term 1: Tuesday 02 February 2027 to Friday 09 April 2027 (92 half days)
 Term 2: Tuesday 27 April 2027 to Friday 02 July 2027 (94 half days)
 Term 3: Monday 19 July 2027 to Friday 24 September 2027 (100 half days)
 Term 4: Monday 11 October 2027 to Tuesday 14 December 2027 (90 half days)
- 5.1.10 Teacher registrations and Policy vetting are monitored by Louise.
- 5.1.11 It was moved that the Board :
 - accepts this report (Anna Jennings/Dustin Botha). Carried
 - approves the proposed dates for 2027 school year. (Anna Jennings/Kyle Rika). Carried
 - that the Board move In-committee to discuss staffing (Lynne Gibson/ Megan Clotworthy). Carried.

6. Policy

- 6.1 Please log into schooldocs and review the policies open for review.

7. Administration

7.1 Confirmation of Minutes

- 7.1.1 It was moved that the Minutes of the School Board meeting held on Monday 25 May 2026 be accepted as a true and accurate record. (Lynne Gibson/Megan Clotworthy). Carried.

7.2 Correspondence

- 7.2.1 Outward: Letter from Presiding Member to Minister of Education requesting closure of the school for the purpose of allowing staff to attend Property Managers funeral. School to make up day at end of year, finishing a day later on Tuesday 15 December 2026
- 7.2.2 Inward:
 - 1. Letter from Minister of Education confirming allowing school to close for Property Manager's funeral.
 - 2. Request for support of application for sabbatical – RTLB Manager.
- 7.2.3 Correspondence was circulated to the Board Members via OneDrive.

8. Identify Agenda items for next meeting / Board Work Plan

- 8.1 Board Workflow Schedule:
 - 1. Policy: TBC
 - 2. Te Ara Huarau; Inclusion and Wellbeing
 - 3. Learner Progress and Achievement: Maori/Pasifika focus
 - 4. Curriculum: Mathematics and Statistics

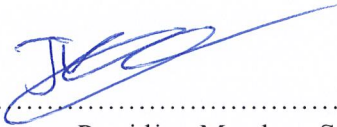
- 9. The Board moved In- committee at 7.21pm.
Board meeting closed at 7.32pm

10. RTLB Manager's request for Board support for sabbatical application.

- 10.1 After discussion In-Committee it was moved that the Board approve the RTLB Manager's application for sabbatical. (Megan Clotworthy/Georgie Shanks). Carried.

**The next meeting of the Board of Trustees
will be held on
Monday 17 August 2026
at 6:00pm in the staffroom.**

Minutes confirmed:



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Jeremy Ferguson, Presiding Member, School Board

Dated: 17 / 8 / 2026